



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

OPEN POSITION ANNOUNCEMENT

Join the Y and help us to Transform Lives!

Our mission and core values are brought to life by our culture. It's who we are, who we aspire to be and how we show up every day. **We are cause-driven.** We don't just show up, we show up with purpose. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Now Hiring:

Pre-School and Family Coordinator (Part-Time)

Wage:

\$9.55 – 11.95 per hour (based on education and experience)

Location(s):

Rite-Hite YMCA

Responsibilities:

- Responsible for owning all aspects of the Pre-School and Family department during scheduled shifts. Responsibilities include ensuring the safety, and wellbeing of the participants under the supervision of the Pre-School and Family staff.
- Ensure that the Pre-School and Family department is adequately staffed by developing the department schedule and managing the substitute process.
- Directly supervise Pre-School and Family Staff and volunteers in accordance with Association and Center policies.
- Provide exemplary customer service to Pre-School and Family participants, parents, other departments, and general membership base.
- Learn and promote YMCA programs and philosophy in an effort to achieve programmatic outcomes .
- Develop new staff, conduct staff orientations, and assist in conducting in-services and staff meetings.
- Communicate, connect and build relationships with participants and families: respond to inquiries and/or concerns in a timely fashion.
- Provide immediate First Aid/CPR needs until the First Responder arrives when necessary.
- Effectively communicate with supervisor regarding concerns including but not limited to member behavior issues and staff behavior issues.
- Complete all other duties as assigned.
- Accountable to the Branch Executive for execution of association policies and procedures at RH.

Qualifications:

- Must be at least 18 years of age.
- A minimum of 1-2 years college coursework in the area of youth development or equivalent education/experience is required.
- Previous supervisory experience is preferred.
- Must be able to successfully complete CPR PRO/AED/O2/FA within 3 months of hire.

The Y is the nation's leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility

Equal Opportunity Employer
THE YMCA WELCOMES A
DIVERSE WORKFORCE

Benefits:

- 12% Fully Paid Retirement Plan (following 2 year vesting period)
- 403b Retirement Savings Plan
- Comprehensive Health/Dental/Life Insurance
- Supplemental Insurance Options
- Free Individual Membership or Household Membership to all YMCA Locations
- Discounted YMCA Programs
- Discounted YMCA Child Care
- Discounted YMCA Camp

Deadline:

September 27, 2019

Apply Online:

<http://apply.ymcamke.org>